

Instructions for Immigrant Visa Applicants

Appointment NVC Processing

Overview

Introduction

The applicant has been registered with the National Visa Center (NVC) to apply for a visa to immigrate to the United States. After the NVC has contacted the applicant, the applicant is responsible for obtaining and submitting documents to the NVC.

Topic	See Page
<u>Application For Immigrant Visa and Alien Registration Forms DS-230 Part I and Part II</u>	2
<u>Documents the applicant need to obtain and submit</u>	3
➤ <u>Document requirements</u>	3
➤ <u>Birth certificates</u>	3
➤ <u>Court and prison records</u>	5
➤ <u>Deportation papers</u>	5
➤ <u>Marriage certificates</u>	6
➤ <u>Military records</u>	6
➤ <u>Passports</u>	5
➤ <u>Police certificates</u>	4
➤ <u>Termination of prior marriages</u>	6
➤ <u>Translations</u>	3
<u>Children who are about to turn 21 years of age</u>	7
<u>What happens next?</u>	8
<u>NVC contact information</u>	9

Application for Immigrant Visa and Alien Registration Forms DS-230 Part I and Part II

Background	The DS-230 Part I and Part II contain questions regarding specific biographical information required for the immigrant visa.
Who completes the forms	Each family member that is eligible to travel to the United States with the applicant under this visa classification is required to complete the DS-230 Part I and Part II.
Downloading the forms	<p>Download the Application for Immigrant Visa and Alien Registration, Form DS-230, by clicking on the link below.</p> <ul style="list-style-type: none">• Form DS-230 (http://www.state.gov/documents/organization/81807.pdf), Application for Immigrant Visa and Alien Registration
Completing the forms	<p>Please fill out the DS-230 Part I and Part II completely. If a question does not apply to the applicant then the applicant must mark it with “N/A”.</p> <p><i>Note: The applicant should sign Part I only at this time. Part II of the form must be signed at the time of the applicant’s visa interview.</i></p>
Questions	If the applicant has any questions on completing the DS-230 Part I, please contact the NVC. The NVC’s contact information is located at NVC’s contact section.
When complete	Please send the completed DS-230 forms (Parts 1 and 2) to the NVC along with any other documents requested in this information packet. Please use the envelope supplied by the NVC when returning the information.

Documents The Applicant Needs To Submit To The NVC

Document requirements

The applicant and each family member who will accompany the applicant to the United States will need to obtain the following *original documents* or *certified copies of the documents* listed in this section from an appropriate authority (the issuing entity).

- [Birth certificate](#)
- [Court and prison records](#)
- [Deportation documentation](#)
- [Marriage certificate](#)
- [Marriage termination documentation](#)
- [Military records](#)
- [Passport](#)
- [Police certificate\(s\)](#)

All documents that pertain to the applicant's petition are required, even if they were previously submitted to the CIS with the applicant's petition.

Translations

Applicants must obtain English language translations of any documents that are written in another language.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
 - Translator is competent to translate.
-

Birth certificates

Each applicant will need to obtain an original birth record (or a certified copy of the original, obtained from the issuing government authority).

The certificate must contain the:

- Person's date of birth
 - Person's place of birth
 - Names of *both* parents, and
 - Annotation by the appropriate authority indicating that it is an extract from the official records
-

**Unobtainable
birth
certificates**

The applicant's birth record may not be obtainable. Some reasons are listed below:

- The applicant's birth was never officially recorded.
- The applicant's birth records have been destroyed.
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason the applicant's birth record is not available. With the certified statement the applicant *must* submit secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth, as well as both parents names (providing the baptism took place shortly after birth)
- An adoption decree for an adopted child
- An affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parents names, and the mother's maiden name.

Note: An affidavit must be executed before an official authorized to take oaths or affirmations. More specific information is available from the NVC.

Police certificates

Each applicant aged 16 years or older must submit police certificates. The table below will assist in determining from where an applicant must obtain police certificates.

Note: Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than 6 months	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than 12 months	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must:

- Cover the entire period of the applicant's residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

Note: Police certificates from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:

<http://travel.state.gov/visa/reciprocity/index.htm> .

Photocopy of valid passport biographic data page

Which applicants	The applicant and each applicant that is traveling together with the applicant must submit a photocopy of the biographic data page from the respective valid passport.
-------------------------	--

What to send	Submit a photocopy of the biographic data page of the applicant's and the applicant's individual family members' valid passports. This is the page that shows the applicant's name and date and place of birth.
---------------------	---

Note: Do NOT send the applicant's passport(s) to the NVC, just the photocopy of the biographic data page.

Deportation documents

Applicants who have previously been deported or removed at government expense from the United States must obtain Form I-212, Permission to Reapply after Deportation, from the [U.S. Citizenship and Immigration Service](#), or from a U.S. Embassy or Consulate, and follow the instructions included on that form.

Court and prison records

Applicants who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted
 - The disposition of the case, including sentence or other penalty or fine imposed
-

Military records

Persons who have served in the military forces of any country must obtain a copy of their military record.

Note: Military records from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:

<http://travel.state.gov/visa/reciprocity/index.htm> .

Marriage certificate

Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

Note: Marriage certificates from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:

<http://travel.state.gov/visa/reciprocity/index.htm>

Termination of prior marriages

Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority, such as:

- **FINAL** divorce decree
 - Death certificate
 - Annulment papers
-

Children Who Are About To Reach 21 Years Of Age

Important Information

If the applicant has children who intend to immigrate with the applicant to the United States, or to join the applicant in the United States at a later date, please read this important information.

In order to immigrate with the applicant to the United States, or to follow the applicant at a later date, the applicant's children **must** be:

- Unmarried
- Eligible to be listed under the applicant's visa classification, and
- Under the age of 21 at the time they enter the United States.

Note: Children of mothers, fathers or spouses of United States citizens, must have separate immigrant visa petitions filed on their behalf.

Children who will turn 21 within 60 days

If any of the applicant's children will turn 21 within 60 days, please contact the NVC immediately. The NVC's Contact Information is available at [NVC's contact](#) section.

Note: If visas will be available in the applicant's category prior to the applicant's son or daughter's birthday, we will expedite processing of the applicant's case in order to ensure that the applicant's son or daughter will be able to immigrate with the applicant. Unfortunately, we cannot assist the applicant if visas are not available in the applicant's category prior to the applicant's son or daughter's birthday.

Failure to notify NVC

Failure to notify NVC that the applicant have a child who will turn 21 could result in that child being above the legal age at the time the applicant's visa is issued. In that event, the applicant will be required to file a separate petition for the applicant's child after the applicant immigrate, and the applicant's son or daughter will face a waiting period before he or she will be eligible for visa processing.

What Happens Next?

Overview

The table below provides the applicant with an overview of the steps that take place once the applicant have obtained all the applicant's documents and have completed the necessary forms.

Step	Action
1	Mail all requested information to the NVC.
2	The petitioner in the applicant's case has been sent instructions concerning completion of the Affidavit of Support (form I-864) and supporting documents needed for financial sponsorship. The applicant may want to contact the applicant's petitioner to ensure that these documents are completed and returned to NVC as directed.
3	The NVC will complete all necessary administrative processing of the applicant's immigrant visa application. The applicant may be requested to provide additional information if the applicant has incomplete or are missing documents.
4	Approximately one month before the applicant's scheduled interview appointment with a consular officer, the applicant will receive an appointment letter containing the date and time of the applicant's visa interview along with instructions for obtaining a medical examination.

Getting the applicant's documents back

The applicant will receive the applicant's original documents back at the time of the visa interview.

Note: Only one original or certified copy of each document must be submitted with the visa application. The applicant are advised, however, to obtain the necessary documents in duplicate, as this will enable the applicant to provide identical copies in the event the first set is lost or damaged.

When to call or write

The NVC cannot guarantee how long it may be before the applicant is scheduled for an appointment for a visa interview. Please call or write to the NVC if the circumstances of the applicant's application have changed. For example:

- Change of address
- Change of marital status
- Death of petitioner
- Birth or adoption of additional children, or
- NVC has requested additional information

Note: The NVC's Contact Information is available at [NVC's contact](#) section.

NVC Contact Information

If you have specific questions about a case, please contact the NVC. **E-mail is the NVC's preferred method of communication.**

By E-mail

The NVC's e-mail address is NVCINQUIRY@state.gov.

In order to ensure a prompt response:

- The Subject Line of the e-mail should be the relevant NVC Case Number.
- Provide the applicant's name and date of birth and the petitioner's name and date of birth.
- If you are an attorney, include the name of the law office requesting the information.
- If the petition is employment-based, include the company/organizational name.
- Reference only one case per e-mail.

24-hour Information

An automated recorded message system is available twenty-four hours a day, seven days a week to answer case status inquiries (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

Operator Assistance

Telephone operators are available to respond to more in-depth inquiries.

Hours: Monday through Friday from 7:30 AM to 12:00 AM (EST)

Tel: (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

By Mail

National Visa Center

Attn: WC

32 Rochester Ave.

Portsmouth, NH 03801-2909